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ABSTRACT

This manual begins by providing background on the program, collection, and acquisition processes of the Raymond Walters College (RWC) Learning Resources Center. The next section describes collection development policies for: (1) the academic departments (Animal Health; Behavioral Sciences; Biology; Business and Economics; Chemistry; Dental Hygiene; English and Speech; Foreign Language; History, Philosophy, and Art; the Learning Resources Center; Mathematics, Physics and Computer Science; Nuclear Medicine; Nursing; Office Administration; and Radiology); (2) administrative departments (Admissions, Business Office, Career and Personal Development Center, Dean's Office, the Learning Resources Center, Office of Educational Services, Registration and Records Office, Student Health Services, and Student Services Office); and (3) affiliated units (RWC Bookstore and YWCA/RWC Child Care Center). Policies for the special collections (audiovisual, browsing, microform, reference, reserve, and serials) are covered in the third section. The appendixes include: (1) the American Library Association (ALA) Definition of Collecting Levels; (2) RWC Learning Resources Center Policy on Gifts; (3) Library Bill of Rights; (4) ALA Standards for Two-Year College Learning Resources Programs; (5) statistics on percentage of Learning Resources Center service provided to each department; and (6) the form used for collecting data on policies. (MES)

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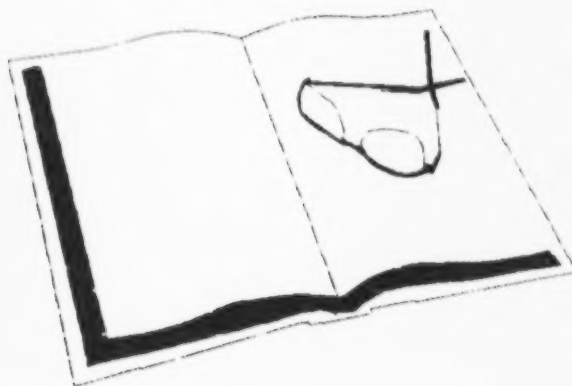
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UNIVERSITY OF CINCINNATI
RAYMOND WALTERS COLLEGE
LEARNING RESOURCES CENTER

COLLECTION DEVELOPMENT POLICIES



April, 1989

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COLLECTION DEVELOPMENT POLICIES FOR
THE RWC LEARNING RESOURCES CENTER

Compiled by Lucy Wilson, College Librarian
April, 1989

INTRODUCTION

This is a transitional moment for library collection development. Scholars, nation-wide, report that their libraries do not contain all the materials they need. In 1986, of the faculty surveyed by the American Council of Learned Societies, 45% reported that their libraries' book collections were poor or fair for their research needs, 24% reported they were poor or fair for their teaching needs, 21% reported that they were poor or fair for their students' needs; and the findings were similar for the journal collections. The University of Cincinnati Raymond Walters College Learning Resources Center is, unfortunately, no exception. Almost all LRC collections were rated less satisfactory than other LRC services on the faculty survey done for the North Central Evaluation at Raymond Walters in February, 1988.

Like other libraries, the RWC Learning Resources Center does not have the funds or the space it needs to acquire and preserve all the materials needed by its patrons, but it also does not have all the technology needed to find the materials elsewhere and print them out, on demand. The development of the LRC's holdings, and the relationship of this activity to other LRC services thus takes on a renewed importance. In addition, library automation at the University of Cincinnati will shortly make university-wide, coordinated, collection development a possibility.

This manual is being developed to aid both these endeavors. It is based on the collection development manual developed by the University of Cincinnati Libraries jurisdiction, in 1987. After being drafted by the RWC Learning Resources Center staff, the manual as a whole went to the RWC Faculty Learning Resources Center Committee. Each department was also consulted about its policy. Our goal was to complete the process by the end of the 1988-1989 academic year.

TABLE OF CONTENTS

	page
I. Introduction	ii
II. Raymond Walters College Learning Resources Center (General)	1
III. Departmental Policies	
Academic Departments	
Animal Health	9
Behavioral Sciences	9
Biology	11
Business and Economics	12
Chemistry	14
Dental Hygiene	15
English and Speech	16
Foreign Language	17
History, Philosophy, and Art	19
Learning Resources Center (as an Academic Unit)	20
Mathematics, Physics and Computer Science	21
Nuclear Medicine	23
Nursing	24
Office Administration	26
Radiology	27
Administrative Departments	
Admissions	28
Business Office	29
Career and Personal Development Center	30
Dean's Office	31
Learning Resources Center (as an Administrative Unit)	32
Office of Educational Services	33
Registration and Records Office	34
Student Health Services	35
Student Services Office	36
Affiliated Units	
RWC Bookstore	37
YWCA/RWC Child Care Center	38
IV. Special Collections Policies	
AV Collections	
General AV Collections	40
Microcomputer Software Collection	42
Slide Collection	43

Browsing Collections	
General Collections	44
14 Day Collection	45
Microform Collection	46
Reference Collection	
General Reference Collection	47
Historic Collections	48
Reserve Collection	49
Serials Collection	50
V. Appendices	
A. American Library Association Definition of Collecting Levels	52
B. RWC Learning Resources Center Policy on Gifts	53
C. Library Bill of Rights	54
D. American Library Association Standards for Two-Year College Learning Resources Programs	55
E. Percentage of Learning Resources Center Service Provided to Each Department	56
F. Sample Form used for each Policy	57

**RAYMOND WALTERS COLLEGE Learning Resources Center (General)
DESCRIPTION OF PROGRAM.**

RWC is an associate degree granting, two-year college of the University of Cincinnati, located on a 122 acre branch campus in Blue Ash, Ohio, twelve miles northeast of the main campuses. It is an open door institution; however, some programs have individual admission requirements.

College Philosophy

The philosophy of Raymond Walters College reflects both its own individuality and its status as a college within the University of Cincinnati. An open-door institution, Raymond Walters offers career-oriented programs, transfer programs, general education courses, developmental courses, and lifelong learning opportunities to meet the needs of students, industry, and the community.

The College strives for an environment in which each student is recognized as having intrinsic worth and dignity. The College is committed to providing, when feasible, individual attention which fosters the maximum potential of each student.

Raymond Walter College upholds the primacy of excellence in teaching; research, publication and professional growth activities by faculty are encouraged as are community and public service activities. The faculty is actively involved in college and university governance, and in every phase of college life.

College Mission

1. To offer courses in general education as an essential part of student's learning experience.
2. To offer two-year career-oriented programs which prepare students for employment.
3. To offer transfer programs to enable students to enroll in baccalaureate programs.
4. To offer professional certificates to baccalaureate degree holders.
5. To offer courses which meet the needs of non-matriculated students.
6. To provide student services responsive to student needs.
7. To provide academic advising, career and personal counseling and placement services.

8. To provide remedial instruction in writing, reading, and mathematics.

9. To provide faculty, facilities, consultant services and training for business, industry, and community.

Departments served.

Academic Departments: Behavioral Science; Biology; Business and Economic; Chemistry; Dental Hygiene; English; Foreign Language; History, Philosophy and Art; Mathematics, Physics and Computer Science; Nursing; Office Administration. The Learning Resources Center supports the Library Technology Program, and several programs offered at RWC are headquartered at the Medical School.

Administrative Departments: Admissions Office, Business office, Career and Personal Development Center, Dean's Office, Learning Resources Center, Office of Educational Services, Registration and Records Office, Student Health Services, Student Services Office.

Affiliated Units: RWC Bookstore, YWCA/RWC Child Care Center

Quantitative information. In 1987 there were 3717 headcount (1720 FTE) students, 99 full-time and 46 part-time faculty, and 30 classified and 34 unclassified staff.

Degrees granted. Associate of Applied Business, Associate of Applied Science, Associate of Arts, Professional Certificate, One Year Certificate.

Special programs and accreditation requirements.

The College is accredited by the North Central Association of Colleges and Schools.

Research focus, grants, special funding. The College has been awarded four Academic Challenge grants from the OBR and two Productivity Grants.

Peripheral users.

Direct borrowing: other U.C. faculty and students, students from other libraries in the Greater Cincinnati Library Consortium (GCLC), other high school students, other members of the community. We know we have such patrons. We should have a better idea of how many once we go to an automated circulation system, sometime in 1990(?). GCLC statistics indicate that in the fourth quarter of 1987 RWC students borrowed 9 books directly from other GCLC libraries, and RWC loaned 368 books directly to other GCLC students.

Interlibrary loan: RWC is a net loaner for books and a net borrower for photocopies.

GENERAL DESCRIPTION OF COLLECTION.

MISSION STATEMENT

The purpose of the RWC Learning Resources Center, including the public service, technical service and media service units, is to enhance the learning environment of the College by providing access to information. The primary function of the Learning Resources Center is to facilitate and improve learning by providing a diversity of information resources and services for the implementation of the instructional program. The secondary function of the Learning Resources Center is to provide resources and services relevant to the intellectual and professional growth, and to the general information and personal interest needs of the total College population. A third function is to provide learning resources and services for the community.

Goals of the Learning Resources Center:

- Create an atmosphere that encourages users to come in again, confident of finding what they need.
- Assist students, faculty, and staff in the effective use of learning resources.
- Assist in the planning and development of College facilities which allow for the development and expansion of instructional media services (print, audio-visual and electronic), and for the efficient operation of all Learning Resources Center services.
- Acquire a collection of learning resources that reflects the needs of the College by involving students, faculty, and staff in the selection process.
- Produce video, audio, graphic, photographic, and bibliographic materials needs for learning and teaching activities.
- Organize and manage all units of the Learning Resources Center so that users can effectively access resources and acquire services.
- Cooperate in the development of local, regional and national information networks and systems.
- Provide opportunities for Learning Resources Center staff members to grow professionally.
- Evaluate on a continuing basis all Learning Resources Center activities.

Where housed.

The Learning Resources Center is located in room 125 of the Raymond Walters College Building. The Media Services department is in rooms 215-218, the Learning Resources Center microcomputer labs are in rooms 210-211.

Other collections supporting program.

UCLID, the University of Cincinnati online catalog, connects the collections of all 18 libraries of the University. RWC students can request books found in other U.C. libraries; these requests are then filled by Learning Resources Center staff using an

intralibrary loan UCLID subsystem.

RWC patrons have access to other interlibrary loan systems through the Learning Resources Center staff at no charge. OCLC is used for most other ILL transactions. Special preference is given to RWC ILL requests to GCLC libraries. Free ILLs are available from many other academic libraries supported by the state of Ohio. Telefacsimile transmission of some ILL requests will be possible after July 1989.

Collection history. The Learning Resources Center opened with the College on September 25, 1967. Until 1989 it was known as the Raymond Walters College Library. The library started with the ALA Opening Day Collection, and by the end of the first year had established a standing order for magazines with Faxon and for back files of magazines on microfilm with University Microfilms. It also had the March of America Collection on microfiche, numerous phonograph records and tapes, an Autotutor and software which allowed students to brush up on basic math skills, and had started renting films for the Nursing Department and others. At first technical processing was handled by Alanar; then it was done at the State Library; and in 1979 the Learning Resources Center got an OCLC terminal and began to do its own cataloging, and, beginning in 1981 when the subsystem was introduced, inter-library loan.

In 1983 the library space was renovated, and media services moved to new quarters on the second floor. In 1984 the IBM microcomputer lab, also on the second floor, was added to the Learning Resources Center, and in 1989 a MacIntosh Lab is being created. The library was recarpeted in 1987.

General level of collecting intensity.

(See Appendix A for the American Library Association Definition of Collecting Levels.)

Most collecting at RWC is at Level 2 (Basic). Some collecting is at Level 1 (Minimal).

In certain narrowly defined areas, for example Dental Hygiene or Women's Studies, collecting is being done at Level 3 (Instructional).

Collecting at Level 4 (Research) or Level 5 (Comprehensive) is probably not appropriate for a two-year branch college Learning Resources Center.

SPECIFIC COLLECTION DESCRIPTION. (Where appropriate these areas are enlarged on further under individual departments or collections.)

Call numbers. A-Z (Approximately 50,000 volumes in 1989.)

Time period collected. Out-of-print materials are rarely purchased except to replace a missing item or if the material is a "classic" in the discipline.

When a new journal title is added, back runs of one to five years are sometimes added. A few complete serial back runs have been added.

Level of material. Basic texts, readings and summary treatments of general areas for lower division undergraduates, and specialized, technical materials for career preparation are collected.

Current textbooks are purchased for reserve if requested; and they are frequently added when received as gifts. Textbooks are weeded approximately every year.

Popular works are purchased or leased for the Browsing Collection. (See Special Collection section for description of the Browsing Collection.)

Languages. English for all departments except Foreign Languages

Geographical areas. Emphasis is on the United States

Physical format. Books, serials (including some on microfilm), audiovisual media, microcomputer software, CD-ROM, online database searching, interlibrary loans, film loans, media productions, transparencies (Transparencies are paid for by the Learning Resources Center but retained by the department.)

Funds. Most Learning Resources Center budgets are from General Undesignated Funds. The Learning Resources Center Materials budget supports all departments and all formats except online searching and media productions which have their own budgets. There is one small restricted fund for microfilms.

Occasionally, for expensive audiovisual materials, the cost is split with the requesting department.

The Learning Resources Center purchases films and videotapes cooperatively through GCLC.

The Friends of the RWC Learning Resources Center routinely funds the 14 Day Collection, and occasionally funds other items.

ACQUISITION PROCESSES. (Where appropriate these areas are enlarged on further under individual departments or collections.)

Approval plans. RWC has no approval plans.

Firm orders. All monographs are handled as firm orders mostly through Baker and Taylor using their Acquire microcomputer software. All faculty are strongly encouraged to recommend monograph titles for purchase, although in fact most of this ordering is done by the Learning Resources Center staff.

All media is ordered on approval and individually evaluated before it is purchased.

Standing orders. Most serials are ordered through Faxon. We also have some government document standing orders with Bernan. Faculty can also request serial titles for purchase, but they must have the approval of their department head and the college librarian before the order will be placed.

**PART III
DEPARTMENTAL POLICIES**

	page
Academic Departments	
Animal Health	8
Behavioral Sciences	9
Biology	11
Business and Economics	12
Chemistry	14
Dental Hygiene	15
English and Speech	16
Foreign Language	17
History, Philosophy, and Art	18
Learning Resources Center (as an Academic Unit)	20
Mathematics, Physics and Computer Science	21
Nuclear Medicine	23
Nursing	24
Office Administration	26
Radiology	27
Administrative Departments	
Admissions	28
Business Office	29
Career and Personal Development Center	30
Dean's Office	31
Learning Resources Center (as an Administrative Unit)	32
Office of Educational Services	33
Registration and Records Office	34
Student Health Services	35
Student Services Office	36
Affiliated Units	
RWC Bookstore	37
YWCA/RWC Child Care Center	38

ACADEMIC DEPARTMENTS:

ANIMAL HEALTH (East Campus) This program is within the Department of Laboratory Animal Medicine - U.C. College of Medicine

DESCRIPTION OF PROGRAM.

Programs with (1987) enrollment: Animal Health Technology (41)

Special programs and accreditation requirements.

Accredited by the Committee on the Activity and Training of Animal Technicians of the American Veterinary Medical Association

GENERAL DESCRIPTION OF COLLECTION.

Other collections supporting program. Only the first year of this program is taught at RWC. Sophomore level courses are supported by the Health Sciences Library on the East Campus.

General level of collecting intensity. Level 2, Basic. A list of titles supporting this department was prepared for their last accreditation.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. SF Animal Care

Physical format. In addition to monographs and back runs of several serial titles we currently subscribe to several serials which support this program.

BEHAVIORAL SCIENCE.

DESCRIPTION OF PROGRAM.

Quantitative information. 6 full-time, 5 part-time faculty; 172 FTE student enrollment

Programs with (1987) enrollment: Pre-Social Work (21), Pre-Urban Professions (1) (jointly with History, Philosophy and Art), Pre-Business Education (2) (jointly with Office Administration), Pre-Elementary Education (74), Pre-Secondary Education (22), Crisis Counseling Certificate Program.

Special programs and accreditation requirements.

Pre-Elementary Education Program meets the requirements for certification by the National Council for the Accreditation of Teacher Education Programs but official certification is not offered to transfer programs.

Research focus, grants, special funding.

Environmental Psychology, Personal Relationships, Clinical Psychology, Hypnosis

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 2, Basic

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. BF Psychology, HM-HN Sociology, HS-HX Social Welfare, L Education

Special aspects.

In 1987-1988 10% of the books purchased were in this subject area.

In 1987-1988 10% of the serial titles were purchased to support this department.

In 1987-1988 12% of the reserves were for this department.

In 1987-1988 12% of the AV equipment deliveries were for this department.

In 1987-1988 39% of the film loans were for this department.

Bibliographic format.

Several government documents, especially census materials, are collected for this department.

ACQUISITION PROCESSES.

Standing orders. Some government documents are ordered for this department, e.g. Current Population Reports

BIOLOGY

DESCRIPTION OF PROGRAM.

Quantitative information. 10 full-time, 0 part-time faculty; 116 FTE student enrollment.

Programs with (1987) enrollment: Industrial Laboratory Technology Program - Environmental Control (14), Pre-Biology (4)

Research focus, grants, special funding.

1988 Grant from the Ohio Air Quality Development Authority to monitor auto emissions.

1989 Grant from Zymark Corporation to acquire a laboratory robotics system

Faculty member was awarded the Dolly Cohen teaching award in 1975?

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 2, Basic

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. QE-QR Biology, TD Environmental Technology

Special aspects.

In 1987-1988 18% of the TOC's were for this department.

In 1987-1988 22% of the interlibrary loans were for this department.

In 1987-1988 26% of the reserves were for this department.

In 1987-1988 13% of the online database searching was done for this department.

In 1987-1988 11 % of the AV equipment deliveries were done for this department.

In 1987-1988 12% of the film loans were for this department, especially for Environmental Control.

In 1987-1988 13% of the transparencies were made by this department.

BUSINESS AND ECONOMICS.

DESCRIPTION OF PROGRAM.

Quantitative information. 8 full-time, 38 part-time faculty; 279 FTE student enrollment.

Programs with (1987) enrollment: Accounting Technology (93), Business Management Technology-General (87), Business Management Technology-Industrial Management (24), Business Management Technology-Sales and Marketing (22), Business Management Technology-Real Estate Technology (11), Business Management Technology-Retail Management (8), Pre-Business Administration (266), Pre-Business Administration - Evening (52), Pre-Business Administration - Information Processing (11), Professional Certificate in Accountancy (5), Professional Certificate in Real Estate (1).

Special programs and accreditation requirements.

Real Estate Technology Program meets the educational requirements for the Real Estate Brokers', Real Estate Agents' and Graduate Real Estate Institute examinations.

GENERAL DESCRIPTION OF COLLECTION.

Where housed. The Learning Resources Center routes several magazines to members of this department.

Collection history. In 1973 the Learning Resources Center received a grant from the Cincinnati Chapter of the American Society of Women Accountants for the purchase of books on accounting. In 1974 the Learning Resources Center received the "Model Real Estate Library" from the Ohio Real Estate Commission.

General level of collecting intensity. Level 2, Basic

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. HA-HG Business and Economics, K Law,

Special aspects.

In 1987-1988 11% of the serial titles were purchased to support this department.

In 1987-1988 12% of the TOC's were for this department.

In 1987-1988 13% of the articles copied were for this department.

In 1987-1988 11% of the interlibrary loans were for this department.

In 1988-1989 19% of the bibliographic instruction was for this department.

In 1987-1988 13% of the online searching was for this department.

In 1987-1988 14% of the transparencies were made by this department.

In 1987-1988 13% of the classes scheduled in the IBM lab were for this department.

Physical format.

The Learning Resources Center maintains a Dow-Jones News Retrieval prepaid password primarily to support the needs of this department.

ACQUISITION PROCESSES.

Standing orders. The Learning Resources Center has subscribed to a number of Matthew Bender loose leaf services for this department which were originally paid for by a special grant. Only the subscription to Real Estate Financing is still in place. The Learning Resources Center also subscribes to several legal and tax loose-leaf titles for this department.

The Learning Resources Center gets free tax forms and information each year from the IRS as a public service.

CHEMISTRY.

DESCRIPTION OF PROGRAM.

Quantitative information. 6 full-time, 2 part-time faculty; 74 FTE student enrollment.

Programs with (1987) enrollment: Industrial Laboratory Technology Program - General (19), Industrial Laboratory Technology Program - Biochemical (3), Pre-Dentistry (7), Pre-Dietetic (5), Pre-Medical Technology (4), Pre-Medicine (14), Pre-Pharmacy (43), Pre-Chemistry (1), Professional Certificate in Industrial Laboratory Technology - General (3)

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 1, Minimal. The Learning Resources Center buys only requested textbooks and basic reference tools in this area.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. QD Chemistry

DENTAL HYGIENE.

DESCRIPTION OF PROGRAM.

Departments served. This department operates a Dental Hygiene Clinic which offers preventive dental and radiography services for a nominal fee.

Quantitative information. 6 full-time, 4 part-time faculty; 36 FTE student enrollment.

Programs with (1987) enrollment: Dental Hygiene (55)

Special programs and accreditation requirements.
Accredited by the American Dental Association Commission on Dental Accreditation

Students take the Dental Hygiene National Board Examination, the Northeast Regional Board Examination, and the State Board Licensure Examination

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Because this is the only such program in the area collecting is done at Level 3 (Instructional).

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. RK Dentistry

Special aspects.

In 1987-1988 12% of the articles copied were for this department.

In 1987-1988 19% of the interlibrary loans were for this department.

In 1987-1988 25% of the online database searching was done for this department.

In 1987-1988 15% of the media productions were done for this department.

In 1987-1988 20% of the AV consulting was done for this department.

Bibliographic format.

Several government documents are received on deposit (from Clermont College) for this department.

ENGLISH AND SPEECH.

DESCRIPTION OF PROGRAM.

Quantitative information. 13 full-time (as of Fall 1989), 9 part-time faculty; 1309 Fall 1988 student (headcount) enrollment.

Research focus, grants, special funding.

Faculty member was awarded the Dolly Cohen teaching award in 1978.

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 2, Basic.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. P Linguistics, PE English Language, PN Literary history and collections (including Speech), PR English Literature, PS American Literature

Special aspects.

In 1987-1988 13% of the books were purchased in this subject area.

In 1987-1988 31% of the bibliographic instruction was done for this department.

In 1987-1988 11% of the online database searching was done for this department.

In 1987-1988 10% of the AV equipment deliveries were done for this department.

By 1988 this department accounted for approximately 75% of the use of the IBM microcomputer lab. In 1989-1990 the Learning Resources Center plans to begin operation of a Macintosh Microcomputer Lab to support this department.

In 1987-1988 15% of the microcomputer consulting was done for this department.

FOREIGN LANGUAGE.

DESCRIPTION OF PROGRAM.

Departments served. The college offers courses in French, German, Spanish, Japanese, Chinese, Russian, and English as a second language.

Quantitative information. 3 full-time, 7 part-time faculty; 75.4 FTE student enrollment.

Research focus, grants, special funding.
Faculty member was awarded the Dolly Cohen teaching award in 1985.

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 1 (Minimal).
Little in the foreign language is purchased besides dictionaries, textbooks and a few popular magazines. Some literature in translation is purchased.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. PC Romance languages, PD Germanic languages, PG Russian Literature, PL-PJ Asian and Oriental languages and literatures, PQ Romance literatures, PT Germanic literatures.

Special aspects.

A number of computer software programs have been purchased for English as a Second Language. Some of these programs are also used by the Reading Lab.

In 1987-1988 15% of the AV consulting was done for this department.

HISTORY, PHILOSOPHY AND ART

DESCRIPTION OF PROGRAM.

Quantitative information. 10 full-time, 6 part-time faculty; 176 FTE student enrollment.

Programs with (1987) enrollment: Commercial Art (57), Liberal Arts (160), Pre-Design and Art (14), Pre-Law (18), Pre-Music (1), Pre-Urban Professions (1) (jointly with Behavioral Science), Women's Studies, Professional Certificate in Commercial Art (4)

Research focus, grants, special funding.

The Women's Studies Program won an Academic Challenge Grant in 1988.

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 2 (Basic) except for Women's Studies which, because of its broad interdisciplinary interest, is supported at Level 3 (Instructional) and Ohio History which because of its local interest is also supported at Level 3 (Instructional).

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. all B (except BF) Philosophy, C General History, D Old World History, E United States History, F Local History, G Geography, J Political Science, HQ Women's Studies, N Fine Arts, TR Photography

Special Aspects.

In 1986-1987 20% of the books purchased were requested by faculty in this department.

In 1987-1988 26% of the books purchased were in this subject area.

In 1987-1988 20% of the serial titles were purchased to support this department.

In 1987-1988 14% of the interlibrary loans were done for this department.

In 1987-1988 21% of the reserves were done for this department.

In 1987-1988 30% of the bibliographic instruction was done for this department.

In 1987-1988 10% of the online database searching was done for this department.

In 1987-1988 11% of the AV equipment deliveries were done for this department.

Physical format.

The Learning Resources Center provides extensive copy stand work for this department to augment and maintain the collection of art history slides. In addition, the Learning Resources Center hires a student assistant to label and file these slides.

In 1979, when the Commercial Art Program was moved from OCAS to Raymond Walters, the Learning Resources Center was given a life sized statue of the Phyrne, which is sometimes used as a model for the Drawing classes.

The Learning Resources Center maintains complete holdings of six suburban newspapers in the Suburban Archives collection for the History department.

ACQUISITION PROCESSES.

Firm orders. The Learning Resources Center routes the reviewing journal, History Reviews of New Books, to this department. The journal is returned with the titles marked that are to be ordered.

Standing orders. The Learning Resources Center has a standing order with the League of Women Voters for their educational materials.

LEARNING RESOURCES CENTER: as an Academic Unit

DESCRIPTION OF PROGRAM.

Quantitative information. Academic unit has 0 full-time, 4 part-time faculty.

Programs with (1987) enrollment: Library/Instructional Media Technology (14), Professional Certificate in Library/Instructional Media Technology (2)

Research focus, grants, special funding.

Student in the Program were awarded a 1986 Finalist Award from the National Educational Film Festival for their work on the videotape, Good Touch, Bad Touch.

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Because this is the only such program in the area collecting is done at Level 3 (Instructional).

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. Z 1-1000 History of Books, Library Science

MATHEMATICS, PHYSICS AND COMPUTER SCIENCE

DESCRIPTION OF PROGRAM.

Quantitative information. 11 full-time, 8 part-time faculty; 223 FTE student enrollment.

Programs with (1987) enrollment: Computer Programming Technology-Business (63), Computer Programming Technology-Science (6), Pre-Computer Science (11), Pre-Engineering (35), Professional Certificate in Computer Programming (3)

Research focus, grants, special funding.

Received an Academic Challenge Grant in 1987 to develop a co-op component within the Computer Programming Technology Program.

Faculty member was awarded the Dolly Cohen teaching award in 1984.

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 2 (Basic), except for Microcomputers which because of its broad interdisciplinary interest is supported at Level 3 (Instructional).

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. QA Mathematics, QC Physics

Special aspects.

From 1975 to 1980 the Learning Resources Center maintained a terminal which provided access to a database at the Cincinnati Board of Education Computing Center, so that students in math and statistics could access a CAI program. When the first mini was installed in this building the terminal was used for a while to access this machine.

In 1977 and 1978 the Learning Resources Center used a DecWriter II, borrowed from the Math Department, for online searching of the DIALOG databases. In 1979 the Learning Resources Center purchased a DecWriter III of its own; and in 1989 when the Learning Resources Center no longer needed this machine it was given to the Math Department to use as a backup printer.

In 1989 when the Learning Resources Program acquired a second DataShow computer display for general college use, the LimeLight display was loaned to this department.

In 1987-1988 11% of the TOC's were done for this department.

In 1987-1988 21% of the articles copied were done for this department.

In 1987-1988 14% of the classes scheduled in the IBM micro-computer lab were for this department.

NUCLEAR MEDICINE (East Campus) This program was developed in cooperation with the Eugene L. Saenger Radioisotope Laboratory of the University of Cincinnati Medical Center

DESCRIPTION OF PROGRAM.

Programs with (1987) enrollment: Nuclear Medicine Technology (10).

Special programs and accreditation requirements.

Accredited by the Joint Review Committee on Nuclear Medicine Technology (JRCNMT) of the American Medical Association

Students take the certification examination of the Nuclear Medicine Technology Certification Board or the American Registry of Radiologic Technologists

GENERAL DESCRIPTION OF COLLECTION.

Other collections supporting program. Only the first year of this program is taught at RWC. Sophomore level courses are supported by the Health Sciences Library on the East Campus.

General level of collecting intensity. Level 2, Basic.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. R 895 Nuclear Medicine

NURSING.

DESCRIPTION OF PROGRAM.

Quantitative information. 14 full-time, 2 part-time faculty; 69 FTE student enrollment.

Programs with (1987) enrollment: Nursing R.N. Technology (159)
Nursing R.N. Technology - Licensed Practical Nurse Track

Special programs and accreditation requirements.

Approved by the Ohio State Board of Nursing Education and Nurse Registration and accredited by the National League for Nursing

Students take the National Council Licensure Examination administered by the Ohio State Board of Nursing Education and Nurse Registration

Research focus, grants, special funding.

1987 Academic Challenge Grant to design and implement a Licensed Practical Nurse track within the Nursing R.N. Technology Program

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 2, Basic.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. all R (except R 895, RC 71-78, and RK) Medicine and Nursing

Special aspects.

In 1987-1988 19% of the books purchased were in this subject area.

In 1987-1988 27% of the TOC's were for this department.

In 1987-1988 40% of the articles copied were for this department.

In 1987-1988 14% of the reserves were for this department.

In 1987-1988 11% of the transparencies were made by members of this department.

In 1989-1990, when the English Department is no longer using the IBM microcomputer lab, the Learning Resources Center is projecting that this department will account for 30% of the lab use.

In 1987-1988 15% of the microcomputer consulting was done for this department.

In 1987-1988 20% of the audiovisual consulting was done for this department.

Physical format.

The Learning Resources Center makes available the MCIC MIQ database primarily to support the needs of this department.

Bibliographic format.

Unlike other magazines in the LRC which circulate for ONE WEEK, twenty-two of the most heavily used nursing journals, selected by the Nursing Department, are LIBRARY ONLY. Two titles are kept on library reserve.

ACQUISITION PROCESSES.

Firm orders. Typically the Learning Resources Center gets a single annual request from this department. Beginning in 1989 this department has formed a departmental Learning Resources Center committee to handle purchase requests and weeding.

Standing orders. The Learning Resources Center has a standing order with the National League of Nursing for all their pamphlet materials.

Special vendors. We sometimes use Majors in addition to Baker & Taylor for nursing titles.

OFFICE ADMINISTRATION.

DESCRIPTION OF PROGRAM.

Quantitative information. 7 full-time, 8 part-time faculty; 123 FTE student enrollment.

Programs with (1987) enrollment: Administrative Office Assistant-Executive (58), Administrative Office Assistant-Legal (20), Administrative Office Assistant-Medical (24), Office Management Technology (37), Word Processing Technology Certificate (21), Medical Transcription Certificate (4), Pre-Business Education (2) (jointly with Behavioral Science).

Research focus, grants, special funding.

1988 Academic Challenge Grant for curriculum development

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity. Level 2, Basic.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. HF Commerce

Special aspects.

In 1987-1988 10% of the film loans were for this department.

In 1987-1988 10% of the media productions were for this department.

In 1987-1988 32% of the transparencies were made by this department.

Physical format. When the Zenith computer lab was first installed in 1985 for this department the Learning Resources Center bought the software for the hard disks.

RADIOLOGY (East Campus) Department of Radiology at the University Hospital

DESCRIPTION OF PROGRAM.

Programs with (1987) enrollment: Radiological Technology (58), Radiation Therapy Technology (14), Professional Certificate in Radiation Therapy (5)

Special programs and accreditation requirements.

Radiation Therapy Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRTCERT).

Radiologic Technology is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association and by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Students take the registry examination of the American Registry of Radiologic Technologists.

GENERAL DESCRIPTION OF COLLECTION.

Other collections supporting program. Only the first year of these programs is taught at RWC. Sophomore level courses are supported by the Health Sciences Library on the East Campus.

General level of collecting intensity. Level 2, Basic.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. RC 71-78 Radiography

Physical format. The Learning Resources Center subscribes to several periodicals which support this program.

ADMINISTRATIVE DEPARTMENTS:

ADMISSIONS OFFICE.

DESCRIPTION OF PROGRAM.

Quantitative information. 4 full-time, one part-time staff

SPECIFIC COLLECTION DESCRIPTION.

Special aspects.

This department frequently uses the College Catalogs on Micro-fiche Collection.

They also use Peterson's College Guide to Undergraduate Study available online through the Dow Jones News Retrieval, with individual students.

BUSINESS OFFICE.

DESCRIPTION OF PROGRAM.

Departments served.

This office has some responsibility for the departments of Buildings Maintenance, Security, and Parking.

Quantitative information. 3 full time and one part time staff

GENERAL DESCRIPTION OF COLLECTION.

General level of collecting intensity.

**CAREER AND PERSONAL DEVELOPMENT CENTER.
DESCRIPTION OF PROGRAM.**

Quantitative information. 4 full time staff and one student assistant

Special programs and accreditation requirements.
Workshops and seminars for RWC students, and business and community groups

GENERAL DESCRIPTION OF COLLECTION.

Other collections supporting program.
The Career and Personal Development Center maintains and houses a Career Resource Library available to students and prospective RWC students which contains occupational information and full and part time job listings.

SPECIFIC COLLECTION DESCRIPTION.

Special aspects.
The Learning Resources Center makes available Job Notebooks maintained by this department, during the evenings and on the weekends when the Learning Resources Center is open but this department's offices are closed.

DEAN'S OFFICE

DESCRIPTION OF PROGRAM.

Quantitative information. 3 full time

SPECIFIC COLLECTION DESCRIPTION.

Special aspects.

Many of the items on Library Reserve are placed there for this department: such things as the minutes of the U.C. Board of Trustees and the Ohio Board of Regents; the U.C. Personnel Policies and Procedures Manual; the U.C. Salary Disclosures; the AAUP and the AFSCME Contracts; the North Central Accreditation Self Study and Final Report; the minutes of the RWC Faculty committee meetings, etc.

LEARNING RESOURCES CENTER: As an Administrative Unit

DESCRIPTION OF PROGRAM.

Quantitative information. Administrative unit has 11 full time staff, and student assistants.

Research focus, grants, special funding.

1989 Certificate of Excellence in the Third Annual CCAIT National Video Competition

The Learning Resources Center received College Library Resources Grants from the Office of Education each year from 1969 until this program was phased out in 1985.

SPECIFIC COLLECTION DESCRIPTION.

Special aspects.

In 1986-1987 62% of the books purchased were selected by members of this department.

In 1987-1988 10% of the serial titles were purchased to support this department.

In 1987-1988 16% of the media productions were done for this department.

In 1987-1988 15% of the microcomputer consulting was done for this department.

In 1987-1988 10% of the AV consulting was done for this department.

The Learning Resources Center routes numerous library magazines to members of this department.

OFFICE OF EDUCATIONAL SERVICES.

DESCRIPTION OF PROGRAM.

Departments served.

This department is also responsible for the Corporate Liaison Office (2 full time staff and 1 student assistant), and the Public Information Office (3 full time staff and student assistants)

Quantitative information. 6 full time and 3 part time staff and two student assistants

Programs with (1987) enrollment: General Electric After Hours Classes, Manufacturing Engineering Technology Program (265) (jointly with OCAS), Manufacturing Management Program, Embrey-Riddle Program

Special programs and accreditation requirements.

Business and industry courses, corporate training, off site courses on a credit or non-credit basis.

Research focus, grants, special funding.

1987 Received a Productivity Improvement Grant to develop a community and business needs assessment.

1988 Received a Productivity Improvement Grant to develop Success-Access, an articulation program with certain high schools.

SPECIFIC COLLECTION DESCRIPTION.

Special aspects.

Approximately 10% of the audiovisual consulting is done for this department.

Approximately 20% of the microcomputer consulting is done thor this department.

The Learning Resources Center has begun monthly SDI searches in NewsNet, and particularly in Sales Prospector: Ohio River Valley, for the Corporate Liaison Office.

Funds.

The college has made arrangements to allow the Learning Resources Center to be reimbursed for any direct costs involved in supporting the General Electric Courses and the Embry-Riddle courses.

REGISTRATION AND RECORDS OFFICE.

DESCRIPTION OF PROGRAM.

Quantitative information. 4 full time and 2 part time staff

SPECIFIC COLLECTION DESCRIPTION.

Special aspects.

The library helped this department set up the protocol for printing off class schedules from the computer on the main campus. For several years before this department got its own equipment, the printing was done in the library, frequently by library staff.

This department paid for a modem which is now used in the IBM Microcomputer Lab.

This department paid for a Toshiba printer, which has been replaced by a later model, and was originally loaned to the Office of Educational Services, but is now on loan to the library.

STUDENT HEALTH SERVICES

DESCRIPTION OF PROGRAM.

Quantitative information. One full time staff member

SPECIFIC COLLECTION DESCRIPTION.

Special aspects. The library maintains an additional standing order for the PDR (Physicians Desk Reference) which is housed in this department.

STUDENT SERVICES OFFICE.

DESCRIPTION OF PROGRAM.

Quantitative information. 2 full time staff and student assistants

SPECIFIC COLLECTION DESCRIPTION.

Special aspects.

Approximately 15% of the microcomputer consulting is done for this department. The Learning Resources Center is helping this department download information from the mainframe computer at UCCC into DataEase, on a quarterly basis.

We maintain several reference titles concerning sources for scholarships, grants and loans which are routinely used by this department.

AFFILIATED UNITS:

BOOKSTORE

DESCRIPTION OF PROGRAM.

Quantitative information. This unit employs two full time staff and student assistants

SPECIFIC COLLECTION DESCRIPTION.

Special aspects. This department uses the following reference titles on a reasonably routine basis: Subject Guide to Books in Print, Literary Market Place, and out-of-city phones books.

YWCA/RWC CHILD CARE CENTER

DESCRIPTION OF PROGRAM.

Quantitative information. This unit employs one full time and several part time staff. It accepts children, aged 15 months to 5 years, of RWC students while they are in the building.

SPECIFIC COLLECTION DESCRIPTION.

Special aspects. The Friends of the RWC Learning Resources Center place crayons and coloring books on reserve for these and other children to use while they are in the library.

**PART IV
SPECIAL COLLECTIONS POLICIES**

	page
AV Collections	
General AV Collections	40
Microcomputer Software Collection	42
Slide Collection	43
Browsing Collections	
General Collections	44
14 Day Collection	45
Microform Collection	46
Reference Collection	
General Reference Collection	47
Historic Collections	48
Reserve Collection	49
Serials Collection	50

SPECIAL COLLECTIONS:

AV COLLECTIONS

GENERAL AV COLLECTION

DESCRIPTION OF PROGRAM.

Departments served. all

Peripheral users. For a while the 16mm film collection was available for use by other members of the SOCHE cooperative. The University is no longer a member of SOCHE, and I don't think we lent any (or many) films to members when they were. There is occasionally discussion in GCLC about sharing access to films (and videotapes) owned by individual members. So for this has not become policy.

RWC films and videotapes are loaned to university faculty who do not teach at RWC with increasing regularity.

GENERAL DESCRIPTION OF COLLECTION.

Where housed. AV software is in Room 215 and in the closet down the hall. The framed and unframed prints are housed in room 125.

Other collections supporting program. The GCLC film collection and the Public Library of Cincinnati film collection are two major sources for film loans. In the past we used the SOCHE film collection, but since U.C. no longer belongs to that consortium the collection is no longer available to us. It was never used heavily.

General level of collecting intensity.

We have an active program of film and videotape loans and rentals which supports most departments. (Level 3, Instructional)

All other collections are added to only when there is no other way to access the material for classroom use (Level 1, Minimal). NO attempt is made to develop these collections. Once acquired, the items are cataloged and made available for use. If we had space in the Learning Resources Center large parts of these collections could circulate directly to students. As it is they sit, drying out and getting old, in a closet down the hall.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. all

Physical format. (with size of collection in 1988)
audio discs (532), audio tapes (273), 16mm films (108), video-
tapes (385), filmstrips, slide/tape sets, games, kits, framed and
unframed prints, loans and rentals of films and videotapes (442)

Funds. We purchase films cooperatively through GCLC. For
expensive media software we frequently share the cost with the
requesting department.

ACQUISITION PROCESSES.

Firm orders. Audiovisual materials are always previewed before
they are purchased.

Unique sources. We have developed an extensive list of sources
for film rentals which is available in machine readable form in a
database developed in-house.

Many of the items added to our collection have been produced in-
house. This is particularly true for the departments of Nursing,
Dental Hygiene, Office Administration and Biology. The collec-
tion also develops through the video taping of lectures for the
departments of History and Behavioral Sciences. These are our
Academic Resources and American Issues Series.

AV COLLECTIONS

MICROCOMPUTER SOFTWARE COLLECTION

DESCRIPTION OF PROGRAM.

Departments served. all

GENERAL DESCRIPTION OF COLLECTION.

Where housed. The microcomputer software is in room 210.

Collection history. In 1984 when this collection was begun the Learning Resources Center received a gift of 10 titles from the Business Department.

General level of collecting intensity.

Microcomputer software is purchased and updated as needed for classroom instruction by all departments, and for use in the Learning Resources Center microcomputer labs. (Level 2, Basic)

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. all

Physical format. Software compatible with the machines we have, primarily IBM PC's. In 1989 we had 200 software titles.

ACQUISITION PROCESSES.

Special vendors. Special vendors are needed for this material.

**AV COLLECTIONS
SLIDE COLLECTION**

DESCRIPTION OF PROGRAM.

Departments served. The slide collection primarily supports the Art History department. There are some slide from other department, filed by instructors name, shelved with this collection.

Peripheral users. None, this collection is available for RWC faculty use only.

GENERAL DESCRIPTION OF COLLECTION.

Where housed. The 35mm slide collection is housed in room 125.

Collection history. The art history slide collection grew out of a departmental collection. In 1971 it was turned over to the Learning Resources Center by members of the art history department. At that time it contained approximately 20,000 slides. The Simon and Tansey system of classification had been chosen, and Learning Resources Center staff were hired to classify and label the collection. This was completed by 1973.

General level of collecting intensity. Level 3, Instructional. The collection of art history slides is actively maintained, although the overall size has not grown appreciably. In 1988 there were approximately 25,000 slides. Slides are copied and, if necessary, purchased as requested by the instructors.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. The Art History slides are labeled and filed according to the Simon and Tansy classification system.

Time period collected. all

Geographical areas. all

Physical format. 35mm slides

ACQUISITION PROCESSES.

Firm orders. Very occasionally slides are purchased. Most slides are copied as requested.

Special vendors. Special vendors, typically museums, are used as needed.

**BROWSING COLLECTIONS
GENERAL COLLECTIONS**

DESCRIPTION OF PROGRAM.

Departments served. all

GENERAL DESCRIPTION OF COLLECTION.

Where housed. These materials are shelved in the browsing areas at the front of the Learning Resources Center, temporarily.

SPECIFIC COLLECTION DESCRIPTION.

The collection includes the new book shelves, about twelve newspapers, and approximately thirty popular magazines.

New books are shelved on the new book shelves and are moved to the stacks after a month.

Only the current issues of the newspapers and magazines are kept in the browsing area. The most popular newspapers are on sticks, as are the New York Times Book Review, The Chronicle of Higher Education, and Info World. Other magazines titles are in red plastic folders.

BROWSING COLLECTIONS
14 DAY COLLECTION

Subjects covered. Popular literature.

Departments served. all

Peripheral users. RWC faculty are the principal users of this collection. Community members also use it heavily.

GENERAL DESCRIPTION OF COLLECTION.

Where housed. The fourteen day collection is housed in a special shelving unit at the front of the Learning Resources Center.

Collection history. The collection started in 1980 as a leased collection from McNaughton which circulated for only seven days. In 1986 we changed to Baker & Taylor's leased plan because we felt the selection was more appropriate for college patrons, and in 1988 we increased the basic loan period to fourteen days because of faculty requests.

General level of collecting intensity. This is the smallest lease collection available from Baker & Taylor. We lease approximately 100 titles each month. Since we are allowed to keep 20% of the titles we lease, some are chosen for this purpose.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. all

Time period collected. current

Level of material. popular

Languages. English

Physical format. books

Funds. Much of the cost of this collection is paid for by an annual gift from the Friends of the RWC Learning Resources Center.

ACQUISITION PROCESSES.

Standing orders. Baker & Taylor lease plan

MICROFORMS COLLECTION.

DESCRIPTION OF PROGRAM.

Departments served. all

GENERAL DESCRIPTION OF COLLECTION.

Back runs of periodicals that are heavily used, bulky, or fragile are purchased on microfilm. We have approximately 250 microfilm titles.

A collection of College Catalogs are available on microfiche.

Nine of Encyclopedia Britannica's microbook programs are available on ultra microfiche.

Where housed. Microforms are kept in the reference area.

SPECIFIC COLLECTION DESCRIPTION.

Bibliographic format. We occasionally purchase isolated titles on microforms, e.g. an ERIC document, or a thesis, if requested.

Funds. There is a very small designated fund to help support the microfilm collection.

ACQUISITION PROCESSES.

Standing orders. We have a standing order with University Microfilms for most of the microfilm we get. We have a standing order with College Catalogs on Microfiche for that collection.

REFERENCE COLLECTIONS
GENERAL REFERENCE COLLECTION

DESCRIPTION OF PROGRAM.

Departments served. all

GENERAL DESCRIPTION OF COLLECTION.

Where housed. In the reference area of the Learning Resources Center.

General level of collecting intensity. Level 3 (Instructional). Even in those subject areas where we collect at a Basic or Minimal level we do try to keep the reference collection at an Instructional level.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. all

Physical format. In addition to approximately 5000 volumes on the index tables, in the reference stacks, and in the (Learning Resources Center) Office Reference collections, the reference collection includes 500 government document volumes in the government documents collection; 120 out-of-city phone books; three filing cabinet drawers of pamphlets, and several drawers of faculty publications; the globe, and the items in the atlas case and the map case; Info Trac Academic Index on CD-ROM; and several reference databases accessed electronically, specifically MCIC's MIQ, and Dow-Jones' News Retrieval which patrons may access directly, and NewsNet, Dialog and BRS databases which the reference librarians will search free of charge for RWC faculty and students.

ACQUISITION PROCESSES.

Standing orders. Approximately 145 reference titles are received on standing order, as are the telephone books.

**REFERENCE COLLECTIONS.
HISTORIC COLLECTIONS**

DESCRIPTION OF PROGRAM.

Subjects covered. Suburban Newspapers, Local History

GENERAL DESCRIPTION OF COLLECTION.

Where housed.

The Suburban Newspapers are wrapped each year and stored on top of the stacks.

The Local History collection is kept in a locked case at the front of the Learning Resources Center.

Collection history.

Subscriptions to the six local suburban newspapers were started in 1971 at the request of the History Department. It is our intention to have them microfilmed, if that has not already been done by another agency.

In 1988 the Friends of the RWC Learning Resources Center gave us a locked case for out-of-print, hard to find items of interest to our patrons. At present the case contains several local histories and some early nursing books. In general these items have been received as gifts.

General level of collecting intensity.

We do not anticipate adding titles to the Suburban Newspaper Collection.

The Historic Collection grows primarily through gifts. Before adding historic titles the gifts are offered to the Health Sciences Historical Archives and Museum or the University of Cincinnati Archives and Rare Books Department, if appropriate.

RESERVE COLLECTION.

DESCRIPTION OF PROGRAM.

Subjects covered. Besides reserve collections maintained each quarter for any faculty member who requests this service, the Learning Resources Center keeps reserves for students, and a collection of current textbooks, as requested.

There are also materials kept permanently on Library Reserve. This collection serves as a ready reference collection and contains several popular reference books.

And there is an Archival Reserve collection which contains minutes of RWC faculty committees and other meetings, and other materials faculty may want to make available to their colleagues.

Departments served. all

GENERAL DESCRIPTION OF COLLECTION.

Where housed. The reserve collection, which is behind the circulation desk, shelves books and AV materials on stacks, and articles in filing drawers.

SPECIFIC COLLECTION DESCRIPTION.

Physical format. Reserves for individual faculty often include realia.

ACQUISITION PROCESSES.

Firm orders.

Orders are purchased directly on a rush basis if needed for this collection.

Textbooks are purchased directly from the book store if they are requested by students or faculty.

SERIALS COLLECTION.

DESCRIPTION OF PROGRAM.

Departments served. all

Quantitative information. The Learning Resources Center subscribes to approximately 650 serials.

GENERAL DESCRIPTION OF COLLECTION.

Where housed.

Paper issues are shelved alphabetically by title in the periodical stacks.

Microfilm copies are shelved alphabetically by title in the microfilm cabinets. (See Microfilm Collection)

The current issues of several popular serial titles are shelved in the Browsing Area. (See Browsing Collection)

SPECIFIC COLLECTION DESCRIPTION.

Call numbers. all

Physical format. Current subscriptions are on paper. Back issues of bulky, fragile or heavily used titles of continuing interest are on microfilm.

Bibliographic format. serial

ACQUISITION PROCESSES.

Standing orders. Most orders are with Faxon for paper copies and University Microfilms for film.

PART V
LIST OF APPENDICES

	page
A. American Library Association Definition of Collecting Levels	52
B. RWC Learning Resources Center Policy on Gifts	53
C. Library Bill of Rights	54
D. American Library Association Standards for Two-Year College Learning Resources Programs	55
E. Percentage of Learning Resources Center Service Provided to Each Department	56
F. Sample Form used for each Policy	57

APPENDIX A

AMERICAN LIBRARY ASSOCIATION DEFINITION OF COLLECTING LEVELS

- 0 - Out of Scope: The library does not collect in this area.
- 1 - Minimal Level: A subject area in which few selection are made beyond very basic works.
- 2 - Basic Information Level: A collection of up-to-date general materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any advanced undergraduate or graduate courses on independent study in the subject area involved.
- 3 - Instructional Support Level: A collection that is adequate to support undergraduate and MOST graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate non-bibliographic databases, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.
- 4 - Research Level: A collection that includes the major published source materials required for dissertations and independent research, including material containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journal and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is retained for historical research.
- 5 - Comprehensive Level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "Special Collection;" The aim, if not the achievement, is exhaustiveness.

APPENDIX B

RWC LEARNING RESOURCES CENTER POLICY ON GIFTS

1. Gifts of Learning Resources Center materials are routinely accepted from anyone. Occasionally items, for example, long back runs of magazines, are not accepted, when it is clear that they are not appropriate for the Learning Resources Center collection and that they will not sell well in the book sale. Gifts are accepted with the understanding that the Learning Resources Center will dispose of them as it sees fit.
2. Donors are acknowledged with a letter from the cataloger which includes a count of the gift, for example, 10 hardbacks and 5 paper backs. The gift is also acknowledged in the quarterly Learning Resources Center newsletter, New & Novel.
3. The Learning Resources Center does not provide appraisals. The person accepting the donation should explain that an appraisal by the Learning Resources Center would create a conflict of interest, and is not acceptable for tax purposes. The Learning Resources Center can, however, give the donor a list of local book dealers who will perform this service for a fee.
4. All gifts are inspected by the College Librarian. Gifts are added to the collection according to the same guidelines used for the purchase of Learning Resources Center materials. Current textbooks (copyrighted this year or last year) are frequently added in appropriate areas. Books about Cincinnati or UC, or by UC authors are routinely added. Appropriate older materials are offered to the Health Sciences Historical Archives and Museum or the University of Cincinnati Archives and Rare Books Department.
5. The remaining materials are sorted, boxed, and stored for the November Friends of the Raymond Walters College Learning Resources Center book sale.

APPENDIX C

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1949.

Amended February 2, 1961, June 27, 1967, and January 23, 1980,
by the American Library Association Council

APPENDIX D

American Library Association

Standards for Two-Year College Learning Resources Programs, 1989.

(Will be published in the June 1989 issue of College and
Research Library News.)

APPENDIX E

PERCENTAGE OF LEARNING RESOURCES CENTER SERVICE PROVIDED TO EACH DEPARTMENT (Figures over 10% are recorded for each department under Special aspects.)

Behavioral Sciences (BS); Biology (BI); Business (BU); Chemistry (CH);
Dental Hygiene (DH); English (EN); Foreign Language (FL); History (HI);
Library (LI); Math (MA); Nursing (NU); Office Administration (OA);
College Administration (CA); General Electric (GE); Other (OT).

	BS	BI	BU	CH	DH	EN	FL	HI	LI	MA	NU	OA	CA	GE	OT
Books selected by members of this department 86-87	03	02	01	01	02	04	01	20	62	03	01	01	00	00	00
Books purchased in this subject area 87-88	10	05	08	01	02	13	01	26	05	03	19	03	00	00	04
Serial titles 87-88 (current subscrip)	11	05	11	01	04	07	02	20	10	03	07	03	00	00	00
TOC's 87-88	03	18	12	07	07	04	03	03	02	11	27	04	00	00	00
Articles copied 87-88	03	07	13	00	12	00	00	00	00	21	40	00	00	00	00
Interlibrary loans 87-88	03	22	11	00	19	09	05	14	01	01	03	00	07	00	00
Reserves 87-88	12	26	05	01	06	03	01	21	00	04	14	04	02	00	00
Bibliographic instruction 87-88	09	04	19	04	02	31	00	30	00	00	02	00	00	00	00
Online searching 87-88	02	13	13	02	25	11	02	10	00	03	08	00	13	00	00
AV Equip Deliveries 87-88	12	11	04	01	06	10	05	11	08	04	06	07	02	09	04
Film/video loans 87-88	39	12	03	00	01	07	05	09	08	01	04	10	03	00	00
Media productions 87-88	05	09	00	01	15	04	06	07	16	02	06	10	03	06	11
Transparencies 87-88	00	13	14	00	07	03	05	00	07	06	11	32	01	02	00
IBM lab 87-88 (classes scheduled)	00	00	13	00	00	67	00	00	04	14	00	01	00	00	00
AV consulting 87-88	05	03	00	02	20	05	15	05	10	00	20	05	10	00	00
Microcomputer consulting 87-88	00	00	00	00	05	15	05	00	00	00	15	00	60	00	00

APPENDIX F

SAMPLE FORM USED FOR EACH POLICY

DESCRIPTION OF PROGRAM.

Subjects covered.

Departments served.

Quantitative information.

Degrees granted.

Special programs and accreditation requirements.

Research focus, grants, special funding.

Peripheral users.

GENERAL DESCRIPTION OF COLLECTION.

Where housed.

Other collections supporting program.

Collection history.

General level of collecting intensity.

SPECIFIC COLLECTION DESCRIPTION.

Call numbers.

Time period collected.

Level of material.

Languages.

Geographical areas.

Special aspects.

Physical format.

Bibliographic format.

Funds.

ACQUISITION PROCESSES.

Approval plans.

Firm orders.

Standing orders.

Special vendors.

Unique sources.